

## Crafts on the Square Vendor Agreement

CRAFTS ON THE SQUARE will be held Saturday, October 19, 2019 with a rain date of Saturday, October 26, 2019. It is sponsored by Hardeman County Chamber of Commerce and Bolivar Downtown Development Corporation.

**ALL ARTS & CRAFTS MUST BE HANDMADE CUSTOM CRAFTS.** Grilling and cooking are NOT permitted at the event. Vendor is responsible for tables, chairs, and all display items. Canopies are allowed and must be anchored with weights. Be mindful that set up is on concrete, so traditional canopy stakes cannot be used to secure canopies. Set up is from 7:30 am to 9:00 am on Warren Street, Bolivar, TN. Vendors are expected to have their displays up by 9 am and leave them up until 4 pm. Vendors spaces will be marked with their respective names by 7:30 am. Upon arrival, vendors are required to locate their space and set up in their respective marked areas. Vendors are required to clean their individual booth spaces before leaving the premises. The concrete must be free of debris, trash, and residue before leaving.

Please complete and return this form with photos of your work for approval and the \$30 non-refundable vendor fee to cover advertising and one vendor space (approximately 10x10). If electricity is required it can be purchased for an additional \$5 for a total of \$35 per reservation. **The deadline to sign up is Friday, October 11, 2019 by 4:30 pm. There is limited space on Warren Street and limited electrical access. Booth space will sell quickly and is on a first paid first reserved basis. Be sure to return all forms, fees, and photos early.** All forms, fees, and photos must be returned to Sarah Moore, Hardeman County Chamber of Commerce, PO Box 313, Bolivar, TN, 38008. Applications and photos may be submitted by email to info@hardemancountychamber.com (Email return of completed form is accepted as your signature). Your application will not be approved until payment is received. You will be notified by email or phone when your application is accepted. **NO APPLICATIONS WILL BE ACCEPTED OR APPROVED WITHOUT PHOTOS AND PAYMENT.** (Note: Digital photos are acceptable and can be submitted by email. If you have been a vendor before, photos are not required.)

**TERMS:** Approved exhibitor assumes all responsibility for their product, display, sales, money, and taxes that may be due and agrees to indemnify, defend and hold harmless all festival and event coordinators, including but not limited to, City of Bolivar; County of Hardeman, TN; Bolivar Downtown Development Corporation (DevCo); Hardeman County Music Commission; Music on the Square; Hardeman County Chamber of Commerce, Hardeman County Chapter of the Association for the Preservation of Tennessee Antiquities against any injury, claims, demands, costs, loss or expense arising from the use of vendor space and/or participation/attendance in/at Crafts on the Square and any other Hardeman County Festival events.

Name: \_\_\_\_\_ No. of Spaces Needed: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Craft, Retail Item, or Information Offered: \_\_\_\_\_

Electricity Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Mail To:**

Hardeman County Chamber of Commerce  
PO Box 313  
Bolivar, TN 38008

**Email To:**

info@hardemancountychamber.com

**Hardeman County Chamber Use Only:**  
Approved: \_\_\_\_\_ Paid: \_\_\_\_\_